

March 14, 2013

SUBJECT: The Rhode Island Lottery is seeking bids for **STANDARD GROUND MAINTENANCE**. Please forward sealed bids to:
Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin
Director
BID 13-09A
P.O. # 7398

IMPORTANT NOTICE: The RI Lottery is obtaining bids for annual lawn maintenance and is requiring potential bidders to make an appointment to view the job before submitting a bid. This appointment will include review of the grounds and identification of areas that may require special attention. The Lottery will **only accept** bids from vendors who have viewed the property by appointment. To schedule a visit please call 463-6500, Ext. 138.

PLEASE QUOTE ON THE FOLLOWING SERVICES SEPARATELY

SPRING CLEAN UP

- De-thatching turf
- Re-edging walks and beds

WEEKLY MAINTENANCE

- May through Columbus Day (23 weeks); **then as requested**
- Cutting turf same day each week, weather permitting (please include price per cut), trim beds and walks
- Removal and disposal of clippings from Pump House forward for 1st cut only
- Blow common debris off walkways and curb line
- Weed control for garden beds
- **FALL CLEAN UP**
- Removal and disposal of all common debris and leaves
- Cutting and disposal of clippings
- Blowing common debris off walkways and curb lines

INSURANCE: Insurance Certificate **required** with bid proposal

QUESTIONS: Contact Sandi Conroy or Dan Sarro at 401-463-6500

BIDS DUE: **APRIL 1, 2013**

NOTE: **BIDS WILL NOT BE ACCEPTED UNLESS RETURN LABEL IS USED ON ENVELOPE**

DO NOT FAX

INTERNET VENDORS: **VENDORS WHO USE THE INTERNET TO DOWNLOAD INFORMATION MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE**

DO NOT FAX

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 1 week of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.

CHECKLIST

- _____ Please include pricing for a **RUSH** delivery
- _____ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- _____ Estimated delivery time is required with bid proposal
- _____ Delivery **REQUIRED** _____ days after final art.
- _____ Please provide a Sample of vinyl material **WITH** your sealed Bid proposal.
- _____ Upon Bid Award, sample **REQUIRED**
- _____ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- _____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- _____ Bulk packaged
- _____ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- _____ Insurance Certificate must be submitted with Bid proposal.
- ___X___ Please include three (3) references with names, addresses and telephone numbers.
- ___X___ Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov
- ___X___ Successful out-of-state vendor **MUST** file a Certificate of Authority at www.sos.ri.gov and provide confirmation